



**GUIDELINES FOR COMPLETING A BUILDING PERMIT APPLICATION
FOR MAINTENANCE OF TRAFFIC PLANS**

General Guidelines:

- Submit a Building Permit Application for a Maintenance of Traffic (MOT) Plan at the Building Services Department located at 700 NW 19 Avenue. The general phone number is (954) 828-5649.
- Obtain signatures on MOT Routing form, if applicable.
- A Certified Traffic Control Supervisor shall sign the MOT plan (include copy of current certification)
- Describe the nature of work, including purpose of job, installation methods, depth of excavation and materials being installed. If the project will be constructed in phases, describe each phase separately, and the durations. Provide a project map showing physical limits of each phase. Show any construction projects in the area and detour routes that could be affected by this project.

Provide the following information for each phase; information that is common to all phases, such as hours of work, need not be repeated, but should be indicated as applicable to all phases:

- Street name on which the MOT will be implemented and limits - Example: NE 2 Street from North Andrews Avenue to NE 3 Avenue.
- Requested start and end dates for the MOT, for that phase.
- Hours and days to which work will be limited (Example: M-F, 7:30 a.m. – 4 p.m.).
- **If sidewalk closures are required:** submit pedestrian detour plan and FDOT Standard Index, with north arrow and names of the main street and all cross streets.
- Show all driveways that are affected and indicate that access will be provided to all properties. The City may require evidence that the applicant has coordinated with the property owners to determine access needs.
- **If construction is NOT affecting lanes of traffic (i.e. edge of the Work Area is at least 2 feet from edge of travel way:**
 - Application needs to state that FDOT Standard Index 602 will be followed, all trenches will be covered or backfilled during non-working hours.
 - In this case, the MOT Routing Form will **NOT** be required (i.e. signatures from Police, Fire, Broward County)
- **If any lane closures are required (with no detours):**
 - Fully describe the lanes that are to remain open and the lanes that will be closed during the particular phase of construction (Example: During phase I, both westbound lanes and the inside eastbound lane of Las Olas Blvd. will be open to traffic. The outside eastbound lane will be closed to traffic).
 - State that no detours are required for this MOT.
 - Submit FDOT Standard Index, with north arrow and all main street/cross street names labeled on the index.
 - Provide an MOT routing form
- **If a full road closure or partial closure (requiring a detour for any direction of travel) is required:**
 - State if a full road closure is required or, in the case of a partial closure, the direction of travel that will be detoured (Example: all eastbound lanes on Las Olas Blvd will be detoured; all westbound lanes to remain open to traffic).
 - Provide a detour signing/circulation plan that shows other construction projects that are in progress or that may be planned in the vicinity of the project.
 - City Manager approval is required for all full/partial detours lasting up to 72 hours and City Commission approval is required for those lasting over 72 hours. City Commission approval may take eight weeks or more.
 - Provide the applicable FDOT Standard Index, provide north arrow and label all streets on the index
 - Provide an MOT routing form
- **If flag men will be used to avoid detouring traffic:**
 - State that the MOT will be removed during non-working hours and that lanes will be opened to traffic. Even if lanes are closed for an entire direction (Example: all eastbound lanes of Las Olas Blvd are being closed), if traffic flow for both directions is maintained by flag-men, City Manager or City Commission approvals are not needed. Where feasible, this option is recommended since these approvals can add considerable time to the permit approval process.
 - List all intersections affected – provide a sketch of intersection showing all approaches, showing all traffic control devices, lane configurations and the proposed lane closures and/or detours
 - Provide an MOT routing form signed by the appropriate parties